

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
ALCOHOLIC BEVERAGE REGULATION ADMINISTRATION**



TEMPORARY LICENSE APPLICATION

OFFICIAL USE ONLY

License Number: _____	Ward (ANC): _____
Class: ____ F ____ G	Date Accepted: _____
Fees Paid: \$ _____ From _____ To _____	Accepted By: _____ Issue Date: _____ From _____ To _____
Board Approved Date: _____ Board Member's Initials: → _____	

TO BE COMPLETED BY APPLICANT

1. Are you a Metropolitan Police Officer? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Do Not Proceed.		
2. Applicant's Name (Last, First, Middle Initial):		3. Applicant's Residential Address:
4. Date of Birth:	5. Place of Birth:	6. Age:
7. Home Telephone Number:		8. Business Telephone Number:
9. Organization Sponsoring Event:	10. Date(s) of Event:	11. Portion of Premises to Be Used?
12. Address of Premises:		
13. Hours of Event?		14. Hours of Sales and consumption of Alcoholic Beverages?
15. Are you eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If naturalized Citizen (attach copy)</i> Give date, place and certificate number: _____		
15a. If applicable, attach copy of the following document: Visa Number: _____		Green Card Number: _____ Work Permit: _____ Expiration Date: _____
16. Have you been convicted of a misdemeanor during the last five (5) years or convicted of a felony during the last ten (10) years? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, attach a copy of date(s), charge(s) and disposition(s))</i>		
17. Describe Event:		
18. Who will manage the event? <input type="checkbox"/> Applicant <input type="checkbox"/> Designee <i>(If designee, a manager's license is required)</i>		
19. What is the age group that will be attending the event?		20. What will be the dress code?
21. Is a Special Events License, as defined on the coversheet, needed? <input type="checkbox"/> Yes <i>(If yes, please provide proof of payment and obtain the sign off for your special event from the DCRA's Special Events Coordinator, located at 941 North Capitol Street, N.E., 7th Floor).</i> <input type="checkbox"/> No		
Special Events Coordinator Signature: _____		Date: _____

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**INSTRUCTIONS FOR FILING APPLICATION FOR ALCOHOLIC BEVERAGE CONTROL (ABC)
TEMPORARY LICENSE APPLICATION**

Please read all questions carefully. Each question must be answered. If a question or one portion of the question does not apply, fill in the word “NONE”. **Applications must be filed at least ten (10) days prior to the event. If the event is to be held outside on public space or considered a special event, applications must be filed at least forty-five (45) days prior to the event. Holders of ABC License classes A, B, C or D cannot apply for an ABC Temporary License. Metropolitan Police Officers are prohibited from holding an ABC license in the District of Columbia.**

1. **All persons applying for the Temporary License must be 21 years of age.**
2. The applicant or an approved ABC manager must be present during the event. The ABC Board reserves the right to require additional approved ABC managers. Please attach a copy of the approved Manager's License.
3. Applications must be submitted in person, Monday through Friday, between the hours of 9:00 a.m. to 4:00 p.m. **Please bring valid government issued identification with you.**
4. Please note the term “**APPLICANT**” as used in this application designates the person in whose name the license will be issued if the application is approved. Please note that if this applicant wishes to designate another individual to pick up the license, the applicant must submit written authorization to the Alcoholic Beverage Regulation Administration.
5. All applicants must obtain a police clearance from the District of Columbia's Metropolitan Police Department, located at 300 Indiana Avenue, N.W., Room 3058, Washington, D.C. 20001. **In addition, you must submit a police clearance for the jurisdiction in which you currently reside.**
6. All persons with a misdemeanor conviction during the last five (5) years or a felony conviction during the last ten (10) years must submit a copy of the court disposition.
7. Application forms must be notarized where applicable.
8. **FEE:** The application must be accompanied by the proper license fee. The license fee for Class F (Beer & Wine) is \$130.00 and for Class G (Beer, Wine & Spirits) is \$300.00. **All payments can be made in the form of a cashier's check, certified check, business check, attorney's check, personal check, or money order, payable to the D.C. Treasurer, cash, or by credit card (except for American Express). Once an application has been processed, the application fee is not refundable. This includes applications that are denied by the Board.**
9. A special event is considered to be a parade, walk, run, bike ride, procession (excluding funeral processions), festival, block party, or any activity utilizing public space under the ownership or control of the District of Columbia that requires changing, restricting, or adapting the normal and usual regulations or controls of such space held open for use by the general public, but not including parks.
10. Attach extra sheets if the space provided under any item is inadequate or inconvenient. Write, “**see attachment**” in any such space, and show name of licensee and date of application at the top of each sheet.

Instructions for the Temporary License Application:

1. Please check appropriate box, if you are a Metropolitan Police Officer. If yes, then do not proceed;
2. Print applicant's name (Last Name, First Name, Middle Initial);
3. Print applicant's residential address (street address, city, state and zip code);
4. Print applicant's date of birth;
5. Print applicant's place of birth;
6. Print applicant's age;
7. Print applicant's home telephone number;
8. Print applicant's business telephone number;
9. Print the name of the organization sponsoring event;
10. Print date(s) of event;
11. Print portion of premises to be used;
12. Print address of the premises;
13. Print hours of the event;
14. Print hours of sales of alcoholic beverages;
15. Please check appropriate box, if you are eligible to work in the US. If naturalized citizen attach copy. Also list date, place and certificate number;
 - a. If applicable, provide your green card number, visa number or work permit and expiration date;

16. Please check appropriate box, if you have been convicted of a misdemeanor during the last five (5) years or convicted of a felony during the last ten (10) years. If yes, attach copy of the date(s), charge(s) and court disposition;
17. Please describe the event;
18. Please check appropriate box, as to who will manage the event, applicant or designee. If designee, a manager's license is required.
19. Print age group that will be attending the event;
20. Print dress code;
21. Please answer if a Special Events License is needed. If yes, get Special Events Coordinator to sign;
22. Print expected amount of persons to attend;
23. Please check appropriate boxes as to how patrons will pay to participate: tickets, cash bar, at door (please indicate price), or no cost;
24. Print the number of security individuals that will be hired for the event if applicable;
25. Print name of security company to be used for event if applicable;
26. Print the type of entertainment to be provided;
27. Please check one of the following boxes, indicating the type of music that will be featured: soul, calypso, Rock, Jazz, Reggae, Go-Go, Salsa, Gospel, Rhythm & Blues or Other;
28. Print the type of food you plan to serve;
29. Please check appropriate box, by answering if food will be catered. If yes, provide caterer's name;
30. Print the arrangements for parking;
31. Print the list of Retailer's/Wholesaler's from whom you plan to purchase alcoholic beverages.
32. **Certification/Affidavit:** Please read, and have your signature notarized.
33. Please answer the question: In what language do you need vital documents translated, if any?

OTHER DOCUMENTS:

Clean Hands Certification:

Complete appropriate information then have form stamped by the District of Columbia's Office of Tax and Revenue, located at 941 North Capitol Street, N.E., 1st Floor, Washington, D.C. 20002.

Occupancy:

Submit a letter from the true and actual owner or designated agent of the premises where the event is to be held. This applies to indoor and outdoor events. The letter must include the following:

- a) authorization for the sale and/or consumption of alcoholic beverages;
- b) the time(s), date(s), and location of the event;
- c) the name of the authorized individual responsible for the event; and
- d) type of alcoholic beverages to be served;

Submit a copy of the **Certificate of Occupancy only for indoor events only.**

Diagram

Submit a copy of the diagram for outdoor events showing the ABC stations and the type of controls.

Outdoor Events on public space:

Apply for a Special Events License at the Department of Consumer and Regulatory Affairs (DCRA), Business Service Center, 1st Floor, located at 941 North Capitol Street, N.E., Washington, D.C. 20002.

Submit a diagram indicating all alcoholic beverage dispensing site(s) i.e. tables, trucks, and street locations.

Alcoholic beverages can not be served in glass containers.

SPECIAL NOTICE

The District of Columbia will provide the appropriate services and auxiliary aids, including sign language interpreters, whenever necessary to ensure effective communication with members of the public who are deaf, hearing impaired or who have other disabilities affecting communications. Requests for services and auxiliary aids should be made at least ten days prior to any scheduled hearing. Please notify the ADA Coordinator at (202) 442-4423.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
ALCOHOLIC BEVERAGE REGULATION ADMINISTRATION



FOR OFFICIAL USE ONLY
OFFICE OF TAX & REVENUE (OTR)
_____ SIGNATURE
_____ DATE

PLEASE SIGN AND RETURN BOTH COPIES OF THIS FORM

CLEAN HANDS CERTIFICATION

TO THE APPLICANT: PLEASE READ CAREFULLY AND COMPLETELY BEFORE SIGNING. A FALSE STATEMENT ON THIS CERTIFICATION REQUIRES THAT THE ADMINISTRATION PROCEED IMMEDIATELY TO REVOKE THE LICENSE OR PERMIT FOR WHICH YOU ARE NOW APPLYING, AND FINE YOU \$1,000.00 (ONE THOUSAND DOLLARS). THIS CERTIFICATION IS REQUIRED BY THE CLEAN HANDS ACT OF 1996; EFFECTIVE MAY 11, 1996, (D.C. LAW 11-118, D.C. OFFICIAL CODE SEC. 47-2861 *et seq.*) **BEFORE YOU ARE ELIGIBLE TO RECEIVE A LICENSE OR PERMIT.**

I, _____, as _____,
(Name – Print or Type) (Applicant's Title)

certify that _____, social security number

_____, as of this date _____, does not owe more than \$100.00 to the

District of Columbia Government as a result of:

1. Fines, penalties or interest assessed pursuant to the Litter Control Administrative Act of 1985, effective March 25, 1986 (D.C. Law 6-100; D.C. Official Code Sec. 8-801 *et seq.*);
2. Fines, penalties or interest assessed pursuant to the Illegal Dumping Enforcement Act of 1994, effective May 20, 1994 (D.C. Law 10-117; D.C. Official Code Sec. 8-901 *et seq.*);
3. Fines, penalties or interest assessed pursuant to the Department of Consumer & Regulatory Affairs Civil Infraction Act of 1985, effective October 5, 1985 (D.C. Law 6-42; D.C. Official Code Sec. 2-1801.01 *et seq.*); or
4. Past due taxes; or
5. Past due District of Columbia Water and Sewer Authority Service Fees; or
6. Traffic Adjudication fines or penalties assessed pursuant to Chapter 25 of Title 50.

I understand that if I knowingly falsify this Certification, the Administration will move to revoke the license or permit for which I am applying, and fine me \$1,000.00 (one thousand dollars). I further understand that the Administration may conduct an investigation to ascertain the veracity of this certification.

I understand that this Certification is now required as documentation to accompany my application for a license or permit, and that by completing this Certification, I am not guaranteed that my license or permit will be approved.

Signature

Print Name/Title

ABC Application Number

ABC License Number